

Attachment 11A: Standard Guidance Checklist Instructions

The Customer Checklist has been incorporated into the Standard Guidance Checklist (SGC) as recommended by the Office of the Deputy Chief Financial Officer, Accounting & Finance Program & Analysis (ODCFO, A&FP&A). The SGC needs to be jointly completed by the customer and their accounting service provider during the financial review process. Completion and responsibility of the SGC ultimately resides on the customer and they are responsible for ensuring it is completed. DFAS central sites may be responsible for loading the completed SGC to the E-portal on behalf of the customer. The Statement of Custodial Activity has been included. The Standard Guidance Checklist is applicable for 3rd Quarter reporting.

When you first open the SGC found in Attachment 11B, you will be prompted to update links to another workbook – please click “No” in response. Please provide the appropriate Point of Contacts (POC’s) (Customer and DFAS-center, including telephone numbers) on the cover page. Before answering any questions, please select the “Not Applicable” categories that apply to your reporting entity. Next, use the drop down menu in the “Answer” column of the SGC to respond to the questions. **Do not type in answers in this column.** This simplifies consolidating the data.

If you have any questions, the Agency Wide AFS Directorate point of contact is Lisa McClain at (317) 510-7761.